



**THE STATE BAR OF CALIFORNIA**  
**COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

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## **EXAMINATION ADMINISTRATION RULES AND POLICIES**

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of Bar Examiners (Committee) of a violation of examination rules in accordance with Rule XII, *Rules Regulating Admission to Practice Law in California (Rules)*. Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room, writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, could result in notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the Committee for possible consideration in connection with an applicant's moral character determination.

**Only the following items are allowed into the test centers** without prior approval:

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|---|------------------------------------|--|
| 1. Authorized examination materials such as questions and the admittance ticket               | 8. Up to two pillows without cases | 17. Hearing aids   |
| 2. Pencils or pens  | 9. One book stand                  | 18. TENS Units   |
| 3. Silent analog watches, timers and clocks not measuring larger than 4"x4" inches or smaller | 10. One foot rest                  | 19. Eyeglasses   |
| 4. Rulers   | 11. Splints                        | 20. Ear plugs or plastic material normally associated with the sport of swimming |
| 5. Paper clips  | 12. Braces                         | 21. Feminine hygiene items   |
| 6. Highlighters   | 13. Inhalers                       | 22. Medicine   |
| 7. Back Support   | 14. Crutches                       | 23. Wallets  |
|   | 15. Wheelchairs                    |  |
|   | 16. Casts                          |  |

Applicants who wish to bring items into an examination test center that are not listed above must file a request for testing accommodations using the appropriate Committee forms, which must be filed in conformance with Committee policies no later than the testing accommodations petition final filing deadline. Permission to use specific items will not be granted as a matter of convenience or preference. Applicants cannot bring gum, candy or other food or drinks into the examination room.

## TEST CENTER ENVIRONMENT

While every effort will be made to keep the temperature of the test center at an appropriate level, applicants should be prepared for either warm or cold temperatures. Additionally, efforts will be made to keep the test center quiet, but there may be forces outside the control of the Committee so that such an environment cannot be guaranteed. Applicants should come prepared to accommodate other noises, such as those made by other applicants taking the examination, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs are strongly recommended.

## PICTURE ID REQUIRED

During the first day of the administration of the examination, applicants will be asked to show a photograph **ID** card (Driver's License, California Identification Card, Passport or photograph employment badge) for the purpose of verification of identity. **Applicants must carry this photograph identification card at all times during the examination. Applicants who fail to provide such identification prior to the close of the second day of the administration of the examination will not be allowed to continue the examination.**

## EXAMINATION ATTENDANCE POLICY

If an applicant does not attend a required, scheduled examination session, the applicant will not be permitted to attend any remaining examination session(s). Applicants must make a good faith attempt to complete each portion of the examination for which they are present. An applicant's attempt to circumvent security procedures may lead to voiding the applicant's attendance at a session and the prohibition to attend any remaining examination session(s). Applicants taking the Attorneys' Examination are excused from the Wednesday sessions and so would be allowed back into the examination test center on Thursday morning if they were present for both sessions on Tuesday.

## GENERAL INSTRUCTIONS FOR THE EXAMINATION

If items other than those allowed are brought to the test center, you will be required to leave them at your own risk outside of the examination area. **Leave your cell phones and pagers in your car or at home!**

Small plastic bags will be provided for carrying prescriptions, medication, hygiene items (i.e. eye solution and feminine necessities) and other necessities into the examining area.

An admittance card will be mailed to you. It contains your applicant number and your registration number. Show your card to the proctor when you enter the test center. Keep it in your possession throughout the examination.

All applicants are assigned to particular rooms in particular test centers. Before entering, check your admittance card to be certain you are at the correct room and at the correct test center. Signs will be posted showing seating assignment by examination application numbers. You must occupy the same seating space throughout the examination.

Upon arrival at your seating space, you will find an identification badge that will serve as your identification credential during the administration of the examination. You must fasten the badge to the front of your clothing (e.g. shirt, blouse, jacket, etc.) so that it easily may be seen by the proctors. You will be told to relocate it if the identification badge is not placed in the appropriate

area. Applicants at standard test centers must leave the badge at their seats during the lunch break. Applicants taking the examination at testing accommodations test centers may have different rules depending on the accommodations granted. At the conclusion of the examination, please take the badge with you.

At some time during the administration of the examination, fingerprints and a handwriting sample will be required. If you refuse to provide the required fingerprints and handwriting sample a Rule XII Violation Notice will be issued.

At some time during the examination you will be asked to show a photograph identification card (Driver's License, California Identification Card, passport or an employment badge with a photograph). You must have a photograph identification card on your person at all times during the examination.

During the essay and performance test examination sessions you will be asked to enter your applicant number in large bold figures in the upper right hand corner stub of each of your answer book covers. Do so whether or not you write in a particular book. You should print your name on the appropriate line of each book cover stub, and write your usual signature on the line provided. Do not put your name, initials, number or other identifying marks elsewhere on or in the answer books. The tab containing your name, signature and number will be removed after the examination is completed. The answer books will not thereafter be identified by the Committee until the grading process is completed.

You are not allowed to make notes from memory prior to the start of the examination session. Scratch paper will be distributed for the essay and performance test sessions. No scratch paper is permitted during the MBE.

There is a separate answer book for each question in the examination, numbered to correspond to the number of the question. Please be certain that the answer to Question No. 1 is in Book No. 1, etc. Each book goes to a different grader. Consequently, an answer written in a wrong book might be overlooked, and you may not receive credit for it.

If you need additional paper, you may obtain white, ruled paper and/or scratch paper from the proctor. Nothing written on scratch paper will be accepted or graded.

If handwriting the examination, write as legibly as possible. You are to write your essay answers with ball point pen. Blue or black ink is acceptable. Essay answers written in pencil are not acceptable; however, you must use pencil for the MBE. Bring several sharpened pencils for the MBE session. No sharpeners will be available.

All answers to the MBE must be placed on the answer sheet provided. Applicants who do not comply with this requirement will not be granted extra time to transfer answers. Only answers marked on the answer sheet will be graded.

Your examination questions and used scratch paper may not be taken out of the examination room. After completing your examination, place all examination questions and used scratch paper in the envelope provided by the Committee and your proctor will collect it from you.

It is your responsibility to turn in your examination answers to the proctors. Any applicant who leaves a test center with his or her answers will not be able to have such answers graded.

Wall clocks will not be provided. The examination is electronically timed, and the official time is kept by the announcer. One (1) hour, five (5) minute and thirty (30) second warnings will be given for each examination session. Nothing will be collected and no one will be permitted to

leave their seating place during the last five minutes of the examination. After time is called, no one will be permitted to leave their seating place until all materials are collected and inventoried. If you fail to remain seated during the last five minutes and while the examination materials are collected and inventoried, a Rule XII Violation Notice will be issued.

Remain alert to the passage of time. Timing devices brought into the examination test centers are to be used solely for the determination of the passage of time. They **cannot have a digital display, they must be absolutely silent, and are not to exceed the dimension of 4" x 4"**. Timing devices that are programmable and/or that make noise, including clocks that beep, and disturb other applicants are not permitted and will be confiscated by the proctors.

Please note that extra time is not granted to any individual applicant for any reason, except as noted below. This includes but is not limited to writing your name and applicant number on test book covers, and the question and page number on each additional answer page. If you attempt to write anything, including your name and application number, you will be subject to the same penalty that is imposed upon those who continue to write or type in examination answer books or mark upon answer sheets after a "Stop Writing" or "Stop Typing" announcement has been made.

Writing and typing of answers must be completed when time is called. If you continue to write or type after time is called, a Rule XII Violation Notice will be issued.

**Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.**

Rest rooms and water will be available during the examination at each test center. It is recommended that you use the facilities before taking your seat so that you do not miss the instructions prior to the start of each session. You may, of course, use the facilities at any time during the examination, but extra time will not be granted for this purpose. You will not be permitted to use the facilities during the last five minutes of each session.

If you have completed the examination session or for some other reason are leaving your seating space, please be considerate of others who are still answering examination questions and who may be subject to being disturbed by the scraping of chairs, heavy footsteps, or conversation just outside the examination area. Your cooperation in keeping noise and distractions to a minimum is essential to the maintenance of proper examination conditions, and your fellow examinees will be grateful for it.

If you leave the examination room during the examination session, take your admittance card with you. **If you leave the secured examination area during the examination session, you will not be permitted to return for the purpose of completing your examination answers.**

The proctors' chief function is to proctor the examination; however, if summoned, the proctors will attempt to assist with any problems that may arise.

If there is an emergency of any kind, please remain seated and you will be given instructions on how to proceed.

## **ADDRESS CHANGE**